

DDA/Pes

13 DEC 1978

The Honorable Joseph D. Early
House of Representatives
Washington, D.C. 20515

Dear Mr. Early:

In view of your interest in the application of one
of your constituents, [] I thought you
might like to know that he is scheduled to enter on duty
with the Agency on 15 January 1979 as a GS-09 Career Trainee.

STAT

Sincerely,

FS/

Frederick P. Hitz
Legislative Counsel

Distribution:

- Orig - Addressee
- 1 - OLC
- 1 - Subject's File
- 1 - D/Pers (W/Held)

ORIGINATOR:

[]
for Director of Personnel

STAT

OB/Pers/1c(11Dec78)

TO:		
Leg Counsel		
ROOM NO.	BUILDING	
REMARKS:		
Congressional		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO:		
OLC		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

Office of Personnel

STAT

13 DEC 1978

We are pleased to confirm your entrance-on-duty date of 15 January 1979 with the Agency at grade GS-09, salary \$15,920 per annum. STATINTL

At the time of entering on duty, you will take the oath of office and sign appointment affidavits. You will not receive a paycheck for about four weeks after your entrance on duty. Your gross earnings will be subject to deductions for Federal and state income taxes and for Social Security. In addition, the benefits of group life and health insurance programs available to civilian employees will be discussed with you after you enter on duty.

We are enclosing information about your travel and a Memorandum of Understanding which we ask that you read, sign and return as soon as possible.

If you have any questions regarding your employment or if your plans should change in any way, please call

We look forward to having you join this agency, and hope your career with us will be both rewarding and satisfying.

Sincerely,

Enclosures

op/corres/bac

file sent to CTS/MS

cc: OLC

cc: OD/Pers

Memo of Understand., return env., travel info text, allowable travel items, "When You Move" message